

## Best Practices for Using Quercus Quizzes

The Quercus [Quizzes](#) tool can be used for automated online tests, including multiple choice and other common question types. Instructors can deter sharing of answers among students through quiz configuration strategies including:

- Randomization of questions from a large question bank
- Configuration of time limits
- Modularized test segments released in sequence

## Accessibility and Accommodation Options in Quercus Quizzes

Instructors can make their Quercus Quizzes more accessible by using quiz setting options, and implement accommodations using the built-in “Moderate” and “Assign To” features in Quercus Quizzes. View the Accessibility and Accommodation Options in Quercus Quizzes [video](#) or [tip sheet](#) for more information.

## Recommendations and Best Practices

- **When to use Quercus Quizzes tool?**

It is recommended that the Quizzes tool be used for lower-stakes or open-book assessments (e.g., assignments with less weight in the grading scheme.) Visit the [Online Tests and Exams](#) page for more information.

- **Classic Quizzes vs. New Quizzes**

Instructors should use **Classic Quizzes** to deliver mid-terms and final examinations. Some features that are available in Classic Quizzes are not available in New Quizzes. Learn more about quizzes by visiting the [Assessment](#) page in Quercus Support Resources.

- **Assignments with a File Upload requirement**

If students are required to upload a file as part of an assignment submission, it is recommended to use the Quercus [Assignments](#) tool instead of the Quizzes tool.

The Assignments tool can be used to create a drop-box for students to submit digital responses to one or more essay questions designed as **take-home** or **open-book** assessments. Assignment settings can be configured to accept a variety of file types. Watch the [Administer Take-home Exams Using the Assignments Tool on Quercus](#) video for more information.

## Quiz building considerations for Instructors

- **The option to show one question at a time**

Do not select the “Show one question at a time” option in the quiz settings if there is a “Fill In the Blank”, “Formula Question” or “Numerical Answer” question type in the quiz. If the “Show one question at a time” option is selected, answering with 0 will mark the “Numerical Answer”, “Formula Question” or “Fill In the Blank” questions unanswered in the sidebar for students.

Selecting the “Show one question at a time” option can require reloading the page, adding bandwidth requirements. Not allowing backtracking option also adds anxiety to the quiz-taking process.

- **Importing quizzes into Quercus courses**

[Copying course content](#) (e.g., quizzes) more than once into the same course may have unintended consequences. If a quiz needs to be copied or imported into the same course more than once, it is recommended to [export the quiz](#) and select the option to [import QTI file](#) and rename the quiz after each import.

- **Editing Quizzes**

If you make changes to a quiz after it is made available to students, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.

- **Using Question Banks**

- When linking a question bank to a quiz, be sure to make changes within the question bank before the quiz is made available to learners. If changes are made to the question bank after a quiz is published, students who have already opened or completed the quiz will not see any of the changes, which may affect their grades.
- Questions that are linked to a Question Bank cannot be [regraded](#).
- If you [link a question group to a question bank](#), the question bank and questions will not be included in quiz exports. The QTI file will download quiz details, but no questions will be included. Please note that to randomize the order of questions, you can also [add individual questions](#) to a question group, or [find questions](#) from a bank and add them to the question group.



- If you want to copy a quiz including question groups linked to a question bank into a new course, make sure to select the question bank during the [import process](#).

## Important Considerations: Students

The following information can be shared with students (e.g., as part of quiz instructions).

[Student Quercus Guides – Quiz Tool in Quercus](#)



**Students must open the quiz in only one single browser tab/window** when taking quizzes. If students open the quiz in multiple browsers or in more than one tab/window in the same browser, their answers may not be saved or submitted.

- [Mobile Devices](#): The Canvas Student app should not be used for any high-stakes activities such as submitting assignments or quizzes. Important tasks and assessments should be completed on a desktop or laptop computer instead.
- Students should use a stable connection and a supported web browser when taking quizzes. They can also check the [U of T Recommended Technology Requirements for Remote/Online Learning](#).